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September 4, 2019

Ms. Luly Massaro, Clerk
Rhode Island Public Utilities Commission
89 Jefferson Boulevard
Warwick, RI 02888

*Re: City of Newport, Utilities Department, Water Division
Docket 4933*

Dear Ms. Massaro:

Enclosed please find an original and nine copies of:

1. City of Newport, Utilities Division, Water Department's Response to the Division of Public Utilities and Carrier's Data Request (Set 8).

Please note that an electronic copy of this document has been sent to the service list. Thank you for your attention to this matter.

Sincerely,



Joseph A. Keough, Jr.

Enclosure

cc: Docket 4933 Service List (*via electronic mail*)

- DIV. 8-1:** Reference the Rebuttal Testimony of Julia A. Forgue at page 8, beginning at line 4.
- a. Does the City of Newport Utilities Department maintain any oversight over the private vendor that operates and maintains the Water Pollution Control Division? If yes, please explain the nature of the oversight role.
 - b. Please separately identify the administrative and operational roles, functions, duties and responsibilities of the City of Newport Utilities Department and the private vendor that operates and maintains the Water Pollution Control Division.
 - c. Please explain to what extent the City of Newport Utilities Department bears any responsibility for making decisions relative to the operation of the Water Pollution Control Division.
 - d. Is the Water Pollution Control Division regulated by any environmental protection agencies? If so, please identify the agencies.
 - e. If the Water Pollution Control Division is regulated by any environmental protection agencies, please identify the reporting requirements of the agencies and whether it is the private vendor or the Water Pollution Control Division that is responsible for submitting the reports.
 - f. Does the Water Division prepare financial reports only for the Rhode Island PUC or are there other stakeholders that require financial information?
 - g. Are there stakeholders that require financial information from the Water Pollution Control Division? If yes, is it the Private Vendor or the City of Newport Utilities Department that is responsible for preparing and submitting these reports? Please explain.

Response: a. The Department of Utilities, Water Pollution Control Division (WPCD) has limited oversight over the private vendor. The WPCD primarily serves as the City's liaison with the private vendor. The oversight is limited to receiving notifications from the private vendor if they encounter issues/problems with the system operations. The private vendor is responsible for the day-to-day operations and addressing any issues that arise regarding the wastewater treatment plant and above ground assets they are responsible for and manage. Unlike the WPCD, the Water Division staff is entirely responsible for the day-to-day oversight and operations of both the Lawton Valley and Station One Water Treatment facilities, all above ground assets (reservoirs, dams, pumping stations storage tanks, hydrants) and all below ground assets (raw water mains, transmission mains and distribution mains).

b. The City of Newport Utilities Department is responsible for both the Water Division and the Water Pollution Control Division. Within the Utilities Department, the WPCD, and the private vendor, are responsible for wastewater treatment. The private vendor does not operate and maintain the entire WPCD. Rather, it operates and is responsible for Newport's above ground wastewater assets including the wastewater treatment facility. Thus, this response delineates between the WPCD's and the private vendor's operational roles, functions, duties and responsibilities vis-à-vis Newport's wastewater treatment facilities.

The private vendor is responsible for operating, managing, repairing, and replacing the City's above ground wastewater assets (wastewater treatment facility, pump stations, CSO treatment facilities and stormwater disinfection system) 24 hour per day, 7 days per week.

As part of its responsibilities, the private vendor must employ qualified and certified wastewater treatment operators. The private vendor provides a full time qualified Service Manager who possesses a Grade 4 certification in Rhode Island as a wastewater treatment operator. The Service Manger is responsible for operating the managed assets in compliance with the Rhode Island Pollutant Discharge Elimination System (RIPDES) Permit, which RIDEM issues to the private vendor and the

WPCD. The private vendor is also responsible for the maintenance of the property where the various assets are located.

The WPCD provides limited oversight of the private vendor. The private vendor submits a monthly report with the monthly service fee invoice to the WPCD for review and processing. The WPCD also meets monthly with the Service Manager to review the operations of the facilities, and the WPCD reviews and approves the private vendor's five-year Renewal and Replacement Plan of the City's managed assets. The WPCD is also responsible for reviewing any amendments to the Service Contract.

The WPCD also operates and maintains all of the City's underground wastewater assets including sewer mains and storm drains.

By contrast, the Water Division is responsible for operating, managing, repairing, and replacing all above ground and below ground drinking water assets 24 hour per day, 7 days per week. The Water Division is also responsible for employing all necessary personnel to operate and maintain all above ground and below ground assets.

c. The private vendor is responsible for all day-to-day decisions for the operation of the above ground wastewater assets. The WPCD's involvement in the operation of those assets is limited to the oversight role addressed above. The WPCD is responsible for the operation and maintenance of the below ground assets as addressed above.

d. The WPCD is regulated by the Rhode Island Department of Environmental Management (RIDEM). Whereas the Water Division is regulated by the PUC, Division of Public Utilities and Carriers, Rhode Island Department of Health, Rhode Island Water Resources Board, and RIDEM (Dam Safety Office and Division of Water Resources).

e. The Private Vendor is responsible for preparing and submitting the monthly operating reports to the RIDEM in accordance with the RIPDES permit.

The WPCD is responsible for preparing and submitting an annual Storm Water report to RIDEM. In addition, the WPCD submits a bi-annual report to RIDEM regarding the operation and maintenance of the sanitary sewer system.

f. The Water Division prepares and files quarterly financial reports with the PUC regarding the activity in its restricted accounts. The Water Division must also file annual and semi-annual reports with the PUC pursuant to 810-RICR-00-00-4. The Water Division is required to submit an annual report to the Rhode Island Water Resources Board regarding water withdrawals from the reservoirs and volume of water sold. In addition, the Water Division must file monthly reports with the Rhode Island Infrastructure Bank and the Rhode Island Water Resources Board regarding the Water Quality Protection Surcharge collection for the month.

g. The WPCD does not prepare financial reports for stakeholders. The WPCD does prepare the annual operating budget which is submitted to the City as part of the annual City budget process. The WPCD consists of three divisions: Administration; Sanitary Sewer; and Storm Drain as opposed to the Water Division Budget which consists of nine divisions as detailed in HJS Schedule D-7 through D-15.

Prepared by: Julia Forgue

DIV 8-2: Reference the Rebuttal Testimony of Julia A. Forgue at page 16, lines 13 to 20. Please provide a timeline that shows activities from the commencement of the BEACON system installation and the phase out of the Badger system and the related annual costs.

Response: As stated in my direct testimony, the new BEACON software is needed because Badger will no longer support the ReadCenter software we currently use. So, we need to transition from the Badger ReadCenter software to the Badger BEACON software. This process won't begin until funding is approved after the completion of this Docket and the anticipated timeline is as follows:

12/19 to 2/20 The procurement process will start and is projected to take up to three months to negotiate a contract with Badger and to receive final City Council approval of the contract.

2/20 to 5/20 Once the City Council approves the contract, purchase orders will be submitted for the required hardware and software. Lead-time to receive all required hardware and software is approximately three months.

6/20 Installation and configuration of the BEACON software and staff training will begin.

7/20 to 10/20 During this time period, Newport will begin conducting dual meter readings on transmitters for both the ReadCenter and BEACON systems.

10/20 to 8/21 During this time period, Newport will begin customer outreach to encourage use of the BEACON EyeOnWater mobile app and will begin phasing out of the ReadCenter software. Newport will also be installing new transmitters on approximately 1,000 accounts. These transmitters will eventually allow for the elimination of drive-by meter reading as information from accounts with these new transmitters will be uploaded directly to a BEACON cloud platform. Newport will initially install these new transmitters to ensure they work with the BEACON

software. Once that is confirmed, Newport will be replacing the current drive-by transmitters with the cloud transmitters as meters throughout the system are replaced.

The Badger ReadCenter Service Contract at a cost of \$3,500 will continue until we completely phase out the use of the ReadCenter software, which is estimated to be by August 2021. Payments for the BEACON Mobile License (\$4,900) and BEACON Mobile Hosting (\$21,240), for a total \$26,140, will start upon receipt of the hardware and software projected for 2/20 to 5/20. An update on the status of the new BEACON installation will be provided in the compliance filing for the proposed second rate increase of the multi-year plan.

Prepared by: Robert Schultz

DIV 8-3: Please provide the FY 2019 Non-rate Revenues broken down by Sundry Charges, WPC Cost Share on Customer Service, Middletown Cost Share on Customer Service and Rental of Property.

Response: FY 2019 Non-rate Revenues are as follows:

\$128,016	Sundry Charges
\$329,614	WPC Cost Share on Customer Service
\$167,823	Middletown Cost Share on Customer Service
\$94,934	Rental of Property

Please note that these are unaudited figures.

Prepared by: William Yost

STATE OF RHODE ISLAND
PUBLIC UTILITIES COMMISSION
DOCKET NO. 4933
Response Of The City Of Newport,
Utilities Division, Water Department
To The State of Rhode Island
Division Of Public Utilities And Carriers'
Data Requests
Set 8

DIV 8-4: Please provide job descriptions for each employee working at Newport's treatment plants.

Response: Attached are the job descriptions for the staff at Newport's two drinking water treatment plants. Newport does not have the job descriptions for the employees at the wastewater treatment plant as those employees are the responsibility of the private vendor. The City does not participate in the recruitment or management of the private vendor's staff.

Prepared by: Julia Forgue

City of Newport, Rhode Island

Classification Description

Job Title: Water Quality Production Supervisor
Department: Utilities
Salary Level: S-08
Job Code: B

POSITION PURPOSE:

The purposes of this position are to manage the operation of the City's water treatment and other related facilities to produce a high quality water product in the most cost effective manner to maintain compliance with all the regulatory drinking water standards. The work involves planning, directing and scheduling operations and assignments; monitoring the results achieved; monitoring SCADA and CMMS systems; developing, implementing and monitoring quality assurance testing and quality control procedures; assisting with facility licensing and regulatory compliance; keeping, analyzing, and reporting operating information; preparing operating and capital budget requirements; administering approved budgets and resolving most operating problems. The Water Quality Production Supervisor is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The essential functions/duties and/or responsibilities listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the position if the work is similar; related or a logical assignment to the position.*

Plans, schedules, directs and monitors the operations of the City's water supply, treatment plants and related facilities and assigned personnel to meet operating efficiency, PUC and regulatory requirements; assists in developing and implements programs to achieve these objectives; identifies and assigns priorities for the preventative, routine, project and special maintenance of facilities and equipment; directs the activities and assigns tasks to water treatment operations and laboratory personnel; may be required occasionally and personally to operate facilities and equipment.

Reviews the operations of the treatment facilities, testing laboratories and monitors test results; directs and schedules personnel and the work through foreman or directly; instructs subordinates regarding water sample tests, sampling locations, changes in plant operations based upon laboratory test results and other technical information.

Ensures an adequate supply of safe potable drinking water to maintain a minimum 20 psi at all points in the distribution system under normal operating conditions.

Compiles information; analyzes results; prepares maintenance, operations, regulatory compliance and other reports; uses general and specialized computer systems, office automation and specialized applications, and computer controlled facilities and equipment.

Manages assigned personnel; administers operative collective bargaining and other agreements; advises

appropriate managers of required contract and other changes to control operating costs, improve service effectiveness and quality, and increase efficiency.

Prepares and recommends operating and capital budget requirements; administers and expends funds within approved appropriations; may prepare materials, equipment and other bid specifications.

Meets with managers, subordinates and others to resolve operating problems; meets and confers with vendors; administers materials supply and other contracts.

Other Functions:

Instructs staff in operating methodologies and the implications of required and other changes in materials, procedures and practices; provides staff training and development; assists in monitoring licensing requirements and providing for appropriate staff licensing and certification.

Recommends changes to improve the implementation of water acquisition and treatment applied sciences.

Performs similar or related work as required, directed or as the situation dictates.

SUPERVISORY RESPONSIBILITIES:

Supervision Received: Works under the general direction of the Director and Deputy Director as a member of the utilities management team; responsibilities are managed according to prescribed industry standards, professional practices and according to applicable laws and regulations; is subject to review and evaluation according to the City's personnel plan.

Supervision Given: Regularly supervises and confers with Assistant Water Treatment Superintendent, laboratory technicians and other staff and contractors; reviews their work, the results achieved, and the associated programs, projects and activities.

Supervision Scope: Requires occasional supervision and exercises substantial discretion, judgment and initiative to achieve proscribed requirements; supervises directly and through others; is responsible for the supervision and performance of all people and systems within the operating units under his/her direction and control.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education, Training and Experience:

Must have a bachelor's or associates of science degree in the physical and/or biological sciences or a related field from an accredited college or university; must have six (6) or more years of full-time experience as an operator at a class 4T drinking water supply treatment facility of which at least three (3) must have been in a supervisory capacity.

Knowledge, Ability and Skill:

Knowledge: Must have a thorough working knowledge of public drinking water supply, treatment and distribution systems including reservoirs, treatment facilities, pumping stations, and distribution technologies. Must be knowledgeable of the federal drinking water standards including sampling and compliance schedules.

Ability: To apply strong technical knowledge of pumps, hydraulic capacities, water chemistry, water treatment standards and practices, operations and maintenance requirements; accurately and clearly explain water supply, treatment, distribution and conservation issues, ramifications and implementation status; anticipate facility upgrade, maintenance and operations requirements.

Skill: Good conceptual, analytical, and budgetary skills; use and application of all the above referenced regulations, technologies, policies, procedures, tools and equipment; strong managerial skills a must; proficient computer skills and skill with computer programs such as Word & Excel.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be certified as a Grade 4 Rhode Island Water Treatment Plant Operator or able to obtain through reciprocity, and possess a valid driver's license.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work is primarily of an intellectual nature; is frequently required to walk, stand, sit, and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms; ability to operate equipment, facilities and automated systems efficiently; must occasionally lift and/or move objects weighing up to 50 pounds such as chemicals, and other objects such as a full briefcase, books, computer equipment, supplies, etc; close up vision and the ability to adjust focus across a large room or area; intellectual and mental acuity to perform conceptual and detailed technical work; contacts involve a broad spectrum of issues and must be dealt with appropriate to their meaning and circumstances; administrative and technical work related to water acquisition, treatment and distribution systems, and other related technologies.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Performs work primarily in office, laboratory and water treatment plant conditions; portions of the treatment plant may not be accessible to the physically challenged; is required to personally inspect all facilities under his/her direction and related operating conditions; is frequently exposed to hazardous chemicals and seasonal weather conditions.

Must understand regulatory requirements and water infrastructure operating procedures to satisfy requirements.

Inspects facilities, job sites, operations, equipment, testing procedures and other operations as necessary

to provide appropriate direction, instruction, and to verify that water quality infrastructure is operated consistently to meet or exceed regulatory standards; may be required to work in confined locations.

Interacts verbally and in writing regarding technical matters with other managers, committees, professionals external to City government, subordinates, office staff; vendors, and others; occasionally communicates with the City's water customers; most information is subject to public disclosure, but must be appropriately stated to factually communicate circumstances, but not cause undue alarm; communicates in person, over the telephone and through two way radio communications equipment.

Errors in judgment and in administering the City's water treatment systems and human resources can create health and safety concerns for the residents of Aquidneck Island. Errors can also result in higher than necessary operating costs, financial loss, the disruption and/or poor quality of related potable water services, and imposes expenses recovering from errors.

STATEMENT OF DESCRIPTION: *This job specification does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.*

City of Newport, Rhode Island

Classification Description

Job Title: Assistant Water Treatment Superintendent
Department: Utilities
Salary Level: S-07
Job Code: B

POSITION PURPOSE:

The purposes of this position are to assist in the management of the operation of the City's water treatment plants and other related facilities to produce a high quality water product in the most cost effective manner to meet or exceed regulatory requirements and adopted operating standards. The work involves assistance to the Water Treatment Superintendent in planning, directing and scheduling operations and assignments; monitoring SCADA systems; assist in monitoring the results achieved; assist in developing, implementing and monitoring quality assurance testing and quality control procedures; assistance with facility licensing and regulatory compliance; keeping, analyzing, and reporting operating information; and to assist in the preparation of operating and capital budget requirements. The Assistant Water Treatment Superintendent is responsible for the management, operation and maintenance of water supply treatment facilities in the absence of the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The essential functions/duties and/or responsibilities listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the position if the work is similar; related or a logical assignment to the position.*

Assists in the operations of the City's water supply, treatment plants and related facilities and assigned personnel to meet operating efficiency, PUC and other requirements; assists in developing and implements programs to achieve these objectives; identifies and assigns priorities for the preventative and routine maintenance tasks; is responsible for the management, operation and maintenance of water supply treatment facilities in the absence of the Superintendent requiring direction of Plant activities and task assignments to water treatment operations and laboratory personnel; may be required occasionally and personally to operate facilities and equipment.

Reviews the operations of the treatment facilities, testing laboratories and monitors test results; directs and schedules personnel; instructs subordinates regarding water sample tests, sampling locations, changes in plant operations based upon laboratory test results and other technical information.

Ensures an adequate supply of safe potable drinking water to maintain a minimum of at least 20 psi at all points in the distribution system under normal operating conditions.

Compiles information; analyzes results; prepares maintenance, operations, regulatory compliance and other reports; uses general and specialized computer systems, office automation and specialized applications, and computer controlled facilities and equipment.

Manages assigned personnel; administers operative collective bargaining and other agreements; advises appropriate managers of required contract and other changes to control operating costs,

improve service effectiveness and quality, and increase efficiency.

Expends funds within approved appropriations; may prepare materials, equipment and other bid specifications.

Meets with managers, subordinates and others to resolve operating problems; meets and confers with vendors; administers materials supply and other contracts.

Other Functions:

Assists in the instruction to staff in operating methodologies and the implications of required and other changes in materials, procedures and practices; provides staff training and development; assists in monitoring licensing requirements and providing for appropriate staff licensing and certification.

Recommends changes to improve the implementation of water treatment methods and applied sciences.

Performs similar or related work as required, directed or as the situation dictates.

SUPERVISORY RESPONSIBILITIES:

Supervision Received: Works under the general direction of the Water Treatment Superintendent as a member of the utilities management team; responsibilities are managed according to prescribed industry standards, professional practices and according to applicable laws and regulations; is subject to review and evaluation according to the City's personnel plan.

Supervision Given: Regularly supervises and confers with laboratory personnel and other staff and contractors; reviews their work, the results achieved, and the associated programs, projects and activities.

Supervision Scope: Requires occasional supervision and exercises substantial discretion, judgment and initiative to achieve proscribed requirements; supervises directly and through others; is responsible for the supervision and performance of all people and systems within the operating units under his/her direction and control.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education, Training and Experience:

An Associates Degree in biological sciences with four (4) years as a Grade 3T Operator (or higher); or a Bachelor's Degree in biological sciences and two (2) years as a Grade 3T (or higher); or at least 15 years employment at a RI Public water supply treatment facility of Class 3T (or higher) and the possession of a Grade 3T Full Certification with five (5) years employment experience as a Grade 3T (or higher) supplemented by a minimum of 14 course credits in biological science.

Knowledge, Ability and Skill:

Knowledge: Maintain a thorough knowledge of the City's water supply, treatment and distribution systems including reservoirs, treatment facilities, pumping stations, SCADA systems, distribution technologies used by the City, related standards, training requirements, and implementation policies, procedures and practices.

Ability: To apply strong technical knowledge of pumps, hydraulic capacities, water treatment standards and practices, operations and maintenance requirements; accurately and clearly explain water supply, treatment, distribution and conservation issues, ramifications and implementation status; anticipate facility upgrade, maintenance and operations requirements; ability to manage, operate and maintain water supply facility in the absence of the Water Treatment Superintendent.

Skill: Good conceptual, analytical, and budgetary skills; use and application of all the above referenced regulations, technologies, policies, procedures, tools and equipment.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be certified as a Grade 4 Rhode Island Water Treatment Plant Operator or be able to attain the State's Grade 4 Treatment certification within one (1) year after appointment by testing or reciprocity; and must possess a valid driver's license. If however the Rhode Island Grade 4 Treatment certification has not been achieved within the one year period the City, at its sole discretion upon presentation of documentation by the individual which the City deems to exhibit satisfactory progress in obtaining said certification, may extend the time period to obtain the Rhode Island Grade 4 Treatment certification

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work is primarily of an intellectual nature; is frequently required to walk, stand, sit, and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms; ability to operate equipment, facilities and automated systems efficiently; must occasionally lift and/or move objects weighing up to 50 pounds such as chemicals, and other objects such as a full briefcase, books, computer equipment, supplies, etc; close up vision and the ability to adjust focus across a large room or area; intellectual and mental acuity to perform conceptual and detailed technical work; contacts involve a broad spectrum of issues and must be dealt with appropriate to their meaning and circumstances; administrative and technical work related to water acquisition, treatment and distribution systems, and other related technologies.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Performs work primarily in office, laboratory and water treatment plant conditions; portions of the treatment plant may not be accessible to the physically challenged; is required to personally inspect all facilities under his/her direction and related operating conditions; is frequently exposed to hazardous chemicals and seasonal weather conditions.

Must understand regulatory requirements and water infrastructure operating procedures to satisfy requirements.

Inspects facilities, job sites, operations, equipment, testing procedures and other operations as necessary to provide appropriate direction, instruction, and to verify that water quality infrastructure is operated consistently to meet or exceed regulatory standards; may be required to work in confined locations.

Interacts verbally and in writing regarding technical matters with other managers, committees, professionals external to City government, subordinates, office staff; vendors, and others; occasionally communicates with the City's water customers; most information is subject to public disclosure, but must be appropriately stated to factually communicate circumstances, but not cause undue alarm; communicates in person, over the telephone and through two way radio communications equipment.

Errors in judgment and in administering the City's water treatment systems and human resources can result in higher than necessary operating costs, financial loss, the disruption and/or poor quality of related potable water services, and impose expenses recovering from errors.

STATEMENT OF DESCRIPTION: *This job specification does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**City of Newport, Rhode Island
Job Description**

Position Title:	Water Plant Operator Grade 1	Grade Level:	UT2
Department:	Utilities	Date:	July, 2007
Reports to:	Water Quality & Production Supervisor	FLSA Status:	Non-Exempt

Statement of Duties: Employee is responsible for assisting in the proper filtering and treatment operation of a water treatment facility and satellite pumping stations to provide safe, clean and potable drinking water in accordance with State Department of Health and Federal E.P.A. regulations. Employee is required to perform all similar or related duties.

Supervision Required: The employee works under the general supervision of the Water Quality & Production Supervisor. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee does not have supervisory responsibilities.

Confidentiality: Employee does not have access to confidential information.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Employee performs work in a water treatment and distribution plant. Employee is exposed to equipment/machinery, noise, odors, biohazards, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and significant risk of personal injury. Employee is required to work beyond normal business hours at nights, weekends or holidays in accordance with work schedule or in response to emergencies.

Nature and Purpose of Relationships: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Contact with the public occurs on an occasional basis.

Department of Utilities
Water Plant Operator Grade 1

City of Newport, Rhode Island
Job Description

Accountability: Consequences of errors could result in adverse public relations, missed deadlines or poor judgment and may include adverse public relations, monetary losses, waste of material, and damage to buildings, equipment, personal injury and danger to public safety.

Occupational Risk: Duties present frequent exposure to risk handling hazardous chemicals, chlorine gas, working in confined spaces, high electrical voltage and high pressure hoses. Personal, life threatening injury could occur if employee does not properly follow established department safety practices and procedures. Examples of injury include loss of life, cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Participates in the daily operation, repair and maintenance of the City's Water Treatment Plant equipment and machinery to provide safe and potable drinking water in accordance with Federal and State regulations.
2. Performs all skilled and semi-skilled duties required for the proper operation of a public water treatment facility; operates controls and electric motors, pumps, valves to regulate and control water flow rates and levels.
3. Assists in the collection and testing of samples for water quality and making adjustments as necessary; enters data into the department's computer system; refills chemical hoppers, loads and unloads chemicals to machines as necessary.
4. Keeps detailed and accurate written and computer records of testing and maintenance activities.
5. Attends training sessions as required to maintain abreast of updates or changes in occupational safety requirements.
6. Participates in the maintenance of the treatment plant facility and immediate grounds and walkways.
7. Maintains satellite pumping stations as part of the water distribution system.
8. Maintain Grade 1T Public Water Drinking Treatment License accordance with the Rhode Island Department of Public Health (R.I.D.O.H) regulations.

Department of Utilities
Water Plant Operator Grade 1

**City of Newport, Rhode Island
Job Description**

Recommended Minimum Qualifications

Education and Experience: Position requires a High School diploma or equivalent and one- (1) year of prior work experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements

Position requires a valid Driver's License; Rhode Island D.O.H. Grade 1T Public Drinking Water Treatment License.

Knowledge, Abilities and Skill

Knowledge: Knowledge of water treatment methods and practices and tools and equipment used in the operation and maintenance of a public drinking water treatment plant and satellite pumping stations; working knowledge of safe and efficient operation of equipment, use of chemicals, tools and related machinery.

Abilities: Ability to identify and resolve problems, prioritize and perform assigned tasks in a detailed, efficient and timely manner; mechanical ability to operate machinery, heavy equipment and hand tools in a safe and efficient manner; ability to handle hazardous chemicals, operate high pressure hoses in a safe manner and to work in confined spaces.

Skills: Fine motor skills for the operation of tools and equipment; proficient computer skills; proficient oral and written communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Employee is frequently required to lift, carry, push or pull heavy objects (up to 60 lbs.). There may be need to stretch and reach to retrieve materials.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing up and down a ladder.

Visual Skills: Position requires the ability to read and interpret written documents.

Department of Utilities
Water Plant Operator Grade 1

**City of Newport, Rhode Island
Job Description**

Position Title:	Water Plant Operator Grade 2	Grade Level:	UT3
Department:	Utilities	Date:	July, 2007
Reports to:	Water Quality & Production Supervisor	FLSA Status:	Non-Exempt

Statement of Duties: Employee is responsible for assisting in the proper filtering and treatment operation of a water treatment facility and satellite pumping stations to provide safe, clean and potable drinking water in accordance with State Department of Health and Federal E.P.A. regulations. Employee is required to perform all similar or related duties.

Supervision Required: Under the general direction of the Water Quality & Production Supervisor, the employee plans and carries out the regular work in accordance with standard practices and previous training. Employee has substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve problems by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans and carries out work independently. Work is generally reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee does not have supervisory responsibilities.

Confidentiality: Employee does not have access to confidential information.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Employee performs work in a water treatment and distribution plant. Employee is exposed to equipment/machinery, noise, odors, biohazards, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and significant risk of personal injury. Employee is required to work beyond normal business hours at nights, weekends or holidays in accordance with work schedule or in response to emergencies.

Department of Utilities
Water Plant Operator Grade 2

City of Newport, Rhode Island Job Description

Nature and Purpose of Relationships: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Contact with the public occurs on an occasional basis.

Accountability: Consequences of errors could result in adverse public relations, missed deadlines or poor judgment and may include adverse public relations, monetary losses, waste of material, and damage to buildings, equipment, personal injury and danger to public safety.

Occupational Risk: Duties present frequent exposure to risk handling hazardous chemicals, chlorine gas, working in confined spaces, high electrical voltage and high pressure hoses. Personal, life threatening injury could occur if employee does not properly follow established department safety practices and procedures. Examples of injury include loss of life, cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Participates in the daily operation, repair and maintenance of the City's Water Treatment Plant equipment and machinery to provide safe and potable drinking water in accordance with Federal and State regulations.
2. Performs all skilled and semi-skilled duties required for the proper operation of a public water treatment facility; operates controls and electric motors, pumps, valves to regulate and control water flow rates and levels.
3. Assists in the collection and testing of samples for water quality and making adjustments as necessary; enters data into the department's computer system; refills chemical hoppers, loads and unloads chemicals to machines as necessary.
4. Keeps detailed and accurate written and computer records of testing and maintenance activities.
5. Attends training sessions as required to maintain abreast of updates or changes in occupational safety requirements.
6. Participates in the maintenance of the treatment plant facility and immediate grounds and walkways.
7. Maintains satellite pumping stations as part of the water distribution system.
8. Maintain Grade 2T Water Treatment certification requirements in accordance with Rhode Island Department of Public Health (R.I.D.O.H) regulations.

Department of Utilities
Water Plant Operator Grade 2

City of Newport, Rhode Island
Job Description

Recommended Minimum Qualifications

Education and Experience: Position requires a High School diploma or equivalent and two (2) years full-time work experience at a Grade 1T (or higher) public drinking water treatment facility, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements

Position requires a valid Driver's License; RI D.O.H. Grade 2T Public Drinking Water Treatment License.

Knowledge, Abilities and Skill

Knowledge: Knowledge of water treatment methods and practices and tools and equipment used in the operation and maintenance of a public drinking water treatment plant and satellite pumping stations; working knowledge of safe and efficient operation of equipment, use of chemicals, tools and related machinery.

Abilities: Identify and resolve problems, prioritize and perform assigned tasks in a detailed, efficient and timely manner. Mechanical ability to operate machinery, heavy equipment and hand tools in a safe and efficient manner. Ability to handle hazardous chemicals, operate high pressure hoses in a safe manner and to work in confined spaces.

Skills: Fine motor skills for the operation of tools and equipment. Proficient computer skills; proficient oral and written communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Employee is frequently required to lift, carry, push or pull heavy objects (up to 60 lbs.). There may be need to stretch and reach to retrieve materials.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing up and down a ladder.

Visual Skills: Position requires the ability to read and interpret written documents.

Department of Utilities
Water Plant Operator Grade 2

**City of Newport, Rhode Island
Job Description**

Position Title:	Water Plant Operator Grade 3	Grade Level:	UT4
Department:	Utilities	Date:	July, 2007
Reports to:	Water Quality & Production Supervisor	FLSA Status:	Non-Exempt

Statement of Duties: Employee is responsible for assisting in the proper filtering and treatment operation of a water treatment facility and satellite pumping stations to provide safe, clean and potable drinking water in accordance with State Department of Health and Federal E.P.A. regulations. Employee is required to perform all similar or related duties.

Supervision Required: Under general direction of the Water Quality & Production Supervisor, the employee is required to plan and carry out the work in accordance with standard practices and previous training. Employee has substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve problems by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans and carries out work independently. Work is generally reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with department policy, practice or other State requirements.

Supervisory Responsibility: Employee is required to regularly lead or provide direction to other Water Plant Operators in accomplishing assigned work; employee performs non-supervisory work that is usually of the same kind and levels as is done by the group led. Provides on-the-job training for employees assigned to work on treatment plant projects.

Confidentiality: Employee does not have access to confidential information.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Employee performs work in a water treatment and distribution plant. Employee is exposed to equipment/machinery, noise, odors, biohazards, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and significant risk of personal injury. Employee is required to work beyond normal business hours at nights, weekends or holidays in accordance with work schedule or in response to emergencies.

Department of Utilities
Water Plant Operator Grade 3

City of Newport, Rhode Island Job Description

Nature and Purpose of Relationships: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Contact with the public occurs on an occasional basis.

Accountability: Consequences of errors could result in adverse public relations, missed deadlines or poor judgment and may include adverse public relations, monetary losses, waste of material, and damage to buildings, equipment, personal injury and danger to public safety.

Occupational Risk: Duties present frequent exposure to risk handling hazardous chemicals, chlorine gas, working in confined spaces, high electrical voltage and high pressure hoses. Personal, life threatening injury could occur if employee does not properly follow established department safety practices and procedures. Examples of injury include loss of life, cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Participates in the daily operation, repair and maintenance of the City's Water Treatment Plant equipment and machinery to provide safe and potable drinking water in accordance with Federal and State regulations.
2. Performs all skilled and semi-skilled duties required for the proper operation of a public water treatment facility; operates controls and electric motors, pumps, valves to regulate and control water flow rates and levels.
3. Assists in the collection and testing of samples for water quality and making adjustments as necessary; enters data into the department's computer system; refills chemical hoppers, loads and unloads chemicals to machines as necessary.
4. Keeps detailed and accurate written and computer records of testing and maintenance activities.
5. Attends training sessions as required to maintain Rhode Island D.O.H. Grade 3T Certification and to keep abreast of updates or changes in occupational safety requirements.
6. Participates in the maintenance of the treatment plant facility, satellite pumping stations and immediate facility grounds and walkways.
7. Maintains satellite pumping stations as part of the water distribution system.

Department of Utilities
Water Plant Operator Grade 3

**City of Newport, Rhode Island
Job Description**

Recommended Minimum Qualifications

Education and Experience: Position requires a High School Diploma or equivalent and three to five (3-5) years full-time work experience at Grade 2T (or higher) public drinking water treatment facility, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements

Position requires a valid Driver's License and a Rhode Island D.O.H. Grade 3T Public Drinking Water Treatment License.

Knowledge, Abilities and Skill

Knowledge: Knowledge of water treatment methods and practices and tools and equipment used in the operation and maintenance of a public drinking water treatment plant and satellite pumping stations; working knowledge of safe and efficient operation of equipment, use of chemicals, tools and related machinery.

Abilities: Identify and resolve problems, prioritize and perform assigned tasks in a detailed, efficient and timely manner. Mechanical ability to operate machinery, heavy equipment and hand tools in a safe and efficient manner. Ability to handle hazardous chemicals, operate high pressure hoses in a safe manner and to work in confined spaces.

Skills: Fine motor skills for the operation of tools and equipment. Proficient computer skills; proficient oral and written communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Employee is frequently required to lift, carry, push or pull heavy objects (up to 60 lbs.). There may be need to stretch and reach to retrieve materials.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing up and down a ladder.

Visual Skills: Position requires the ability to read and interpret written documents.

Department of Utilities
Water Plant Operator Grade 3

City of Newport, Rhode Island
Job Description

Position Title:	Laboratory Supervisor	Grade Level:	N03
Department:	Utilities	Date:	July, 2007
Reports to:	Water Quality and Production Supervisor	FLSA Status :	Exempt

Statement of Duties: The Laboratory Supervisor develops and provides to the appropriate parties the results of testing City's Water System throughout supply, treatment and distribution to determine treatment and other corrective requirements, assists in balancing supply requirements and potable water production costs, prepares various water quality reports, notifies regulatory agencies and consumers of conditions, supervises testing and analysis for water quality in reservoirs and treatment processes and facilities, performs testing and analysis work and maintains appropriate current and historical records. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Water Quality and Production Supervisor, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is expected to seek advice and further instructions from supervisor. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands. The employee is responsible for the supervision of one (1) full time employee.

Confidentiality: Employee does not have confidential information in accordance with the State

Department of Utilities
Laboratory Supervisor

City of Newport, Rhode Island
Job Description

public records law.

Accountability: Consequences of errors could result in adverse public relations, missed deadlines or poor judgment and may include significant monetary losses, waste of material, and damage to equipment, personal injury and/or danger to public safety.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Employee is required to understand and apply federal or state regulations as they apply to water treatment.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: Working conditions involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, grease and bio hazards. Includes work under typical shop conditions or outdoor work that is suspended when weather conditions are poor. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time. Employee may be required to work beyond normal business hours on weekends and holidays.

Nature and Purpose of Public Contact: Relationships with co-workers involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Occupational Risk: Duties regularly present potential risk of injuries from improper exposure that could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

Department of Utilities
Laboratory Supervisor

**City of Newport, Rhode Island
Job Description**

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Supervises laboratory operations to ensure sample collection, sample analysis, data summation, data analysis and report preparation to comply with various federal and state monitoring and reporting requirements.
2. Organizes necessary activities required to comply with current and future drinking water regulations.
3. Ensures laboratory QA/QC to meet applicable State of Rhode Island laboratory certification
4. Ensures instrument calibration and repair as needed.
5. Ensures adequate monitoring from watershed, through treatment plant and associated processes, through distribution system and finally to consumer's tap.
6. Maintains laboratory records to comply with drinking water regulations as well as for internal use.

Recommended Minimum Qualifications:

Education and Experience: Graduate of a four year college with a Bachelor's degree in Chemistry, Biology, Microbiology, or a related field with three to five (3-5) years related work experience managing a water treatment testing laboratory; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid Motor Vehicle Drivers License

Knowledge, Abilities and Skill

Knowledge: Excellent knowledge of lab equipment and procedures; knowledge of water treatment chemistry and processes; knowledge of state and federal regulations to ensure proper sample collection, analysis and reporting.

Abilities: Ability to direct and conduct research, accurately interpret laboratory test results and exercise appropriate judgment in taking and requesting corrective actions; maintain good working relationships with other municipal departments and regulatory agencies; maintain good public and community relations.

Skill: Skill in all of the above listed activities, tools and equipment; good organizational and communication skills.

Department of Utilities
Laboratory Supervisor

City of Newport, Rhode Island
Job Description

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 60 lbs.). There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the workday.

Motor Skills: Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in making repairs to delicate electronic instruments or complex equipment, conducting laboratory tests, and performing microscopic experiments.

Visual Demands: Visual demands include routinely reading documents for general understanding and for analytical purposes, reviewing instrumentation with a need to distinguish colors.

Department of Utilities
Laboratory Supervisor

**City of Newport, Rhode Island
Job Description**

Position Title:	Microbiologist	Grade Level:	N02
Department:	Utilities	Date:	July, 2007
Reports to:	Water Quality and Production Supervisor	FLSA Status	Exempt

Statement of Duties: The Microbiologist is responsible for the analytical and microbiological testing of the City of Newport's potable water in the distribution system, throughout the treatment process in 2 plants (Station #1 and Lawton Valley), and 9 surface reservoirs. The Microbiologist is responsible for preparing monthly and quarterly RIDOH reports for both treatment plants and the distribution system. The Microbiologist maintains the data base for the yearly Consumer Confidence Report and a detailed plant chemistry daily log. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Water Quality and Production Supervisor, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee is not required to supervise any employees.

Confidentiality: Employee does not have regular access to confidential information obtained during performance of regular position responsibilities.

Accountability: Consequences of errors could result in adverse public relations, missed deadlines or poor judgment and may include significant monetary losses, waste of material, and damage to equipment, personal injury and/or danger to public safety.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. Mental

Department of Utilities
Microbiologist

City of Newport, Rhode Island
Job Description

stress is usually present in the form of being required to weigh competing and concurrent demands under deadline pressures. Employee is required to work beyond normal business hours on weekends and holidays to conduct additional testing and sampling.

Nature and Purpose of Public Contact: Relationships are with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

Occupational Risk: Duties regularly present potential risk of injuries from improper exposure that could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Performs bacteria sample collection and analysis.
2. Prepares state monthly report for two treatment plants.
3. Performs algae and chemical analysis of 9 ponds.
4. Conducts lead and copper sampling.
5. Performs monthly fecal coliform testing with daily chemical analysis of two (2) treatment plants.
6. Prepares chemical solutions.
7. Handles phone calls/complaints and answers water quality questions.
8. Orders supplies and conducts inventory.
9. Conducts microbiological performance evaluation for lab license.
10. Maintains database for annual consumer confidence and daily plant chemistry reports.

Recommended Minimum Qualifications :

Education and Experience: Graduate of a four year college with a Bachelor's of Science degree in Microbiology, Biology, Chemistry or a related field, with one to three- (1-3) years related work experience such as water quality laboratory experience, analytical chemistry and/or microbiology (bacteria testing); or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid Motor Vehicle Driver's License

Department of Utilities
Microbiologist

City of Newport, Rhode Island
Job Description

Knowledge, Abilities and Skill

Knowledge: Knowledge of water quality laboratory requirements in accordance with the EPA and Rhode Island D.O.H regulatory guidelines.

Abilities: Ability to interpret laboratory results and prepare monthly state reports.

Skill: Excellent computer skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 60 lbs.). There may be need to stretch and reach to retrieve materials. The work may require extended physical effort over a significant portion of the workday.

Motor Skills: Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in making repairs to delicate electronic instruments or complex equipment, conducting laboratory tests, and performing microscopic experiments.

Visual Demands: Visual demands include routinely reading documents for general understanding and constantly reading documents for analytical purposes and reviewing maps and blueprints with a need for color vision.

DIV 8-5: Reference the rebuttal testimony of Harold J. Smith, page 5, lines 4-5.
Please identify how many of Newport's hydrants:

- a) Cannot provide a flow rate of 4,000 gpm for 6 hours,
- b) Can provide a flow rate of at least 4,000 gpm for 6 hours,
- c) Can provide a flow rate of at least 4,350 gpm for 6 hours,
- d) Can provide a flow rate greater than 4,350 gpm for 6 hours.

Response: Please see Newport Water's response to Div. 7-1.

Prepared by: Julia Forgue and Harold Smith

STATE OF RHODE ISLAND
PUBLIC UTILITIES COMMISSION
DOCKET NO. 4933
Response Of The City Of Newport,
Utilities Division, Water Department
To The State of Rhode Island
Division Of Public Utilities And Carriers'
Data Requests
Set 8

CERTIFICATION

I hereby certify that on September 4, 2019, I sent a copy of the within to all parties set forth on the attached Service List by electronic mail and copies to Luly Massaro, Commission Clerk, by electronic mail and regular mail.

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STATE OF RHODE ISLAND
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STATE OF RHODE ISLAND
PUBLIC UTILITIES COMMISSION
DOCKET NO. 4933
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To The State of Rhode Island
Division Of Public Utilities And Carriers'
Data Requests
Set 8

David Russell, P.E. Russell Consulting LLC	Davidrussell015@comcast.net ;	
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